

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

August 29, 2023, 10:00 am – 12 noon, Zoom Webinar

9:50 am	Zoom Webinar Open for Members, Attendees and Presenters		Laura Ritenour
<b>Meeting Opening</b>			
10:00 am	Welcome and Roll Call Review and Approval of July 25, 2023 Meeting Minutes		Michael Malone (Chair)
<b>Items from Previous Meeting/s</b>			
10:10 am	Review/Approval	Statewide Standardization of: - SB1310 Automation Implementation - Phone Type Codes - Data Status (Address/Phone) Codes - Plea Codes - Duration Length Codes - Party Role Category Definitions	Laura Ritenour, Mary Bellefeuille, Jen Albright, and Michele Gillich
11:00 am	Review/Approval	Required Data Elements Initiative – Review and Approve Definitions, Jurisdictions and Case Types for Appendix B and C Elements	Laura Ritenour
11:15 am	Review/Recommend	Required Data Elements – Proposed Elements for January 2025 Checklists	Laura Ritenour and Mary Bellefeuille
<b>New Items</b>			
11:30 am	Review/Discuss	Statewide Standardization of: - Charge Manner of Disposition  (For Voting at September 26, 2023 Meeting)	Laura Ritenour and Mary Bellefeuille
<b>Ongoing Business</b>			
11:40 am	Update	Updates, Comments and Questions from Members	All Members
11:50 am		Call to the Public	Michael Malone
11:55 am	Reminder	Next Meeting: Tuesday, September 26, 2023, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	
12 noon	Adjournment (motion needed)		Michael Malone

# DATA STANDARDS ADVISORY COMMITTEE

July 25, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

**DRAFT MINUTES**

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**Present:** Michael Albers, Laurie Allen, Odette Apodaca, Gil Bensinger, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Patrick McGrath (as proxy for Daniel Bowman), Mike Nimtz, Ester Reeves, Ginger Rodas (as proxy for Jennifer Harold), Marcos Romero, Danica Sanchez, Adam Walterson, Jeanette Wiesenhofer

**Absent:** Chris Reams, Katrina Solis

**Administrative Office of the Courts (AOC) and Guests:** Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Joe Hamilton (Phoenix Municipal Court), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Amy Stuart (AOC), Kristie Wooley (AOC), Leslie Zak (Pima Superior)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The July 25, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:02 a.m. The Chair conducted member roll call and attendees were thanked for their attendance and support.

### B. June 27, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the June 27, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the June 27, 2023, meeting minutes was made by Niltza Flores and seconded by Marcos Romero. The committee voted and the motion passed unanimously.

## II. ITEMS FROM PREVIOUS MEETINGS

### A. Code and Statewide Table Standardization Requests

Laura Ritenour presented information on code and table standardization requests. Each individual request discussed below is in the [July 25, 2023 Meeting Materials packet](#) published online.

Preparatory Offense Table: Laura Ritenour reported the AOC Information Technology Integration Team is requesting that Preparatory Offense Class codes be standardized for all courts statewide. Preparatory Offense Class codes are

necessary for criminal history reporting and their use on a statewide level will ensure the data is more accurate and consistent. A motion to approve the statewide standardization of the Preparatory Offense Class codes and descriptions was made by Summer Dalton and seconded by Randy Kennedy. The committee voted and the motion passed unanimously.

Party Role Category Definitions: Laura Ritenour presented the Party Role Category definitions which included suggestions provided by Mesa Municipal Court. Recommendations were made to update the definition and examples for the Courtroom Staff and Participant categories. Members were encouraged to email any suggestions. AOC staff will update the definitions/examples document prior to the August 29, 2023, meeting, and at that meeting this item will be brought up for a vote.

**B. Required Data Elements Initiative (Appendix B & C)**

Laura Ritenour presented the [file](#) containing the data elements included in Appendixes B & C for review and discussion. Questions were raised by Ester Reeves regarding civil non-traffic violations and which case type these fall under. Randy Kennedy indicated that these fall under the Civil case type in their court. The previously approved Civil case type definition also includes civil non-traffic cases as an example. Laura Ritenour stated that AOC staff will discuss this internally to determine the best way to differentiate civil non-traffic cases from regular civil cases. Members were encouraged to review the elements in Appendix B & C for accuracy and provide any feedback via email. This item will be discussed again at the August 29, 2023, meeting.

**C. Court Role Type Table with Court Designations**

Laura Ritenour informed the committee that the Court column has been updated based on feedback received at the June meeting. Summer Dalton pointed out that the Role Type should match for Court Reporter and Court Reporter Organization. Additional analysis will take place by AOC staff to ensure that the Party Role Type column is accurate for all Party Roles.

**III. NEW ITEMS**

**A. Expectations of Utilization of Statewide Standard Codes**

Michael Malone, Chair for the committee, informed members that the meeting set with the executive office to discuss this item, was postponed. As a result, this item will be moved to the August 29, 2023, meeting.

**B. Code and Standardization Requests**

Laura Ritenour presented information on upcoming code and table standardization requests. Each individual request discussed below is in the [July 25, 2023 Meeting Materials packet](#) published online.

SB 1310: Laura Ritenour reported the AOC Automation Services Unit is requesting new event codes, an appearance reason, and a case sub type to comply with SB 1310. General jurisdiction courts are expected to have the required codes and reporting requirements in place by January 1, 2024. Laura will send a link to the bill for the courts to review. This item will be brought up for a vote at the August 29, 2023, meeting.

Phone Type Code Table: Laura Ritenour reported that the AOC Information Technology Integration Team is requesting that Phone Type codes be standardized for all courts statewide. Phone Type codes are necessary for interfaces such as AZPOINT and FARE and their use on a statewide level will ensure the data is more accurate and consistent. The AJACS team confirmed that the list is robust enough to capture required phone data for AZPOINT and that the voice and text notifications sent to parties utilize the cell or home phone types. This item will be brought up for a vote at the August 29, 2023, meeting.

Address (Data) Status Table: Laura Ritenour reported that the AOC Information Technology Integration Team is requesting that Address (Data) Status codes be standardized for all courts statewide. Further, AOC is requesting that the Address Status table be renamed to Data Status as the data in this table can apply to more than just addresses, e.g., email address, phone. Members were informed of the difference between Primary and Active, i.e., Primary is always Active, but it's also the address/phone to be used. There were requests to consider Military and Mailing as options as well. Additional analysis will take place by AOC staff and this item will be presented again at the August 29, 2023, meeting.

Plea Code Table: Laura Ritenour reported that the AOC Court Services Division is requesting that Plea Codes be standardized for all courts statewide. Plea Type is a required data element in the Appendix B list and standardization will ensure the data reported is more accurate and consistent. There were requests to consider Admission as a Plea Code and to cross check this list with the Findings table if such table exists. Additional analysis will take place by AOC staff and this item will be presented again at the August 29, 2023, meeting.

Duration Length Code Table: Laura Ritenour reported that the AOC Court Services Division is requesting that Duration Codes be standardized for all courts statewide. Unit of Sentence Length is a required data element in the Appendix B list and standardization will ensure the data reported is more accurate and consistent. There were requests to consider Hours, Life with Release after 25 Years, Life with Release after 35 years, and Natural Life. Additional analysis will take place by AOC staff and this item will be presented again at the August 29, 2023, meeting.

### **C. Required Data Elements for 2025 Checklist**

Laura Ritenour presented the [file](#) containing the proposed data elements for the 2025 checklist for review and discussion. Members were encouraged to review the proposed elements and provide any feedback, especially for items that would require major programming efforts, via email. This item will be discussed again at the August 29, 2023, meeting.

#### **IV. ONGOING BUSINESS**

##### **A. Call to the Public**

Michael Malone made a call to the public for comments. There was no answer.

##### **B. Adjournment**

A motion was made to adjourn the meeting by Summer Dalton and seconded by Randy Kennedy. The meeting was adjourned at 11:40 a.m.

##### **E. NEXT COMMITTEE MEETING DATE**

August 29, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar

# Code Request

## Code Request and Requestor

Standardize SB1310 Automation, Requested by: AOC Automation Services Unit

## Background, Summary, and Intended Use

SB1310 establishes procedures regarding the commitment, detention, conditional release, and discharge of a defendant deemed incompetent, non-restorable and dangerous. The legislation outlines requirements for the treatment of a committed defendant. As a result, the following automation impact is proposed: new event codes, new appearance reason, and new case sub type. This is 2022 Legislation with a delayed effective date of 1/1/2024.

## Tentative Implementation Timeline

General jurisdiction courts are expected to have required codes and reporting requirements in place by January 1, 2024.

**Public Access and eAccess Display** – not applicable

## Motion

Motion to approve the statewide standardization of the event codes, appearance reason and case sub type and descriptions as listed below.

## New Event Codes

Event Category	Event Codes	A.R.S.	Reporting Requirements ARS 13-4521(L)
ORDER	<b>ORDER: Bench Trial to Determine if Defendant is Dangerous</b>	13-4517(A)(4)	13-4521(L)(1) <u>The number of court orders for a trial pursuant to section 13-4517, subsection A, paragraph 4, including the number of jury trials that were held.</u>
ORDER	<b>ORDER: Jury Trial to Determine if Defendant is Dangerous</b>	13-4517(A)(4)	13-4521(L)(1) <u>The number of court orders for a trial pursuant to section 13-4517, subsection A, paragraph 4, including the number of jury trials that were held.</u>
ORDER	<b>ORDER: Proof Evident Hearing</b>	13-4521(A)	
MINUTE ENTRY	<b>MINUTE ENTRY: Proof Evident Hearing</b>	13-4521(B)	
MINUTE ENTRY	<b>MINUTE ENTRY: Finding of Dangerous</b>	13-4521(F) - 13-4521(I); 36-425.06(A)	13-4521(L)(2) <u>The number of defendants who are committed after a trial pursuant to this section.</u>

MINUTE ENTRY	<b>MINUTE ENTRY: Finding of Not Dangerous</b>	13-4521(E)	
MINUTE ENTRY	<b>MINUTE ENTRY: Finding of Not Dangerous Restored</b>	36-4003.1	(L)(4) <u>The number of committed defendants who are restored to competency or determined to not be dangerous and who are discharged.</u>
MINUTE ENTRY	<b>MINUTE ENTRY: Finding of Not Dangerous Discharge</b>	36-4003.2(a)	(L)(4) The number of committed defendants who are restored to competency or <u>determined to not be dangerous and who are discharged.</u>
ORDER	<b>ORDER: Conditional Release to a Less Restrictive Alternative</b>	36-4003.2(b)	(L)(3)The number of committed defendants who are conditionally released to a less restrictive alternative.

### New Appearance Reason

Calendar Appearance Reason	Jurisdiction
Proof Evident Hearing	GJ

### New Case Sub Type

Case Sub Type	Jurisdiction
Dangerous	GJ

### Probate Case Creation Example

**Court Type:** Probate

**Case Category:** Mental Health-Probate

**Case Type:** Mental Health- Adult

**Case Sub Type:** Dangerous

**Filing Type:** [Agency Name]

**Commenced by:** Order

# Code Request

## Code Request and Requestor

Standardize Phone Type Code

Requested by: AOC Information Technology Integration Team

## Background, Summary, and Intended Use

Knowing the phone type is important for current AZPOINT and FARE programming and for future eFiling programming. Standardizing the phone type would allow these applications to send accurate data back and forth between the courts and the AOC's applications.

FME (Feature Manipulation Engine) requires standard code sets and as a result the AOC Information Technology Integration Team is requesting standardized codes and descriptions for Phone Types that will be displayed in CCR.

## Tentative Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server by August 2023 and courts would need to transmit use these codes or use their FME Data Translation Tool for transactions starting January 29, 2024.

**Public Access and eAccess Display** – not applicable

## Motion

Motion to approve the statewide standardization of the Phone Type codes and descriptions as listed below.

Proposed Standard Code	Proposed Standard Description
CELL	Cell Phone
EMP	Business Phone
FAX	Fax Number
HOME	Home Phone
OTH	Other

## Code Request

### Code Request and Requestor

Standardize Address Status Description, rename table to Data Status, and use table for Address Types, Phone Types, and any future applicable tables

Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

Knowing the phone status is important for current AZPOINT and FARE programming and for future eFiling programming. Standardizing the phone status would allow these applications to send accurate data back and forth between the courts and the AOC's applications.

FME (Feature Manipulation Engine) requires standard code sets and as a result the AOC Information Technology Integration Team is requesting standardized codes and descriptions for Address (Data) Status that will be displayed in CCR.

### Tentative Implementation Timeline

The functionality that will use these codes requires further analysis for development. As a result, an implementation timeline will be provided at a meeting later this year.

**Public Access and eAccess Display** – not applicable

### Motions

Motion to approve renaming the Address Status table to Data Status.

Motion the statewide standardization of the Data Status description as listed below.

Standard Code	Proposed Standard Description
UND	Undeliverable/Bad
Current Standard Code	Current Standard Descriptions
ACT	Active
FUT	Future
PRI	Prior
PRM	Primary
PRO	Protected
UND	Undeliverable

## Code Request

### Code Request and Requestor

Standardize Plea Codes

Requested by: AOC Court Services Division

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Plea Type is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding plea type for future data requests.

### Tentative Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server by August 2023 and courts would need to transmit use these codes or use their FME Data Translation Tool for transactions starting February 2024.

**Public Access and eAccess Display** – not applicable

### Motion

Motion to approve the statewide standardization of the Plea codes and descriptions as listed below.

Proposed Standard Codes	Proposed Standard Descriptions
AP	Alford Plea
GI	Guilty/Insane
GU	Guilty/Responsible
NC	No Contest
NG	Not Guilty/Not Responsible
AD?	Admission - Scottsdale

## Code Request

### Code Request and Requestor

Standardize Duration Codes, Requested by: AOC Court Services

### Background, Summary, and Intended Use

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Unit of Sentence Length is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with duration for future data requests.

### Tentative Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server by August 2023 and courts would need to transmit use these codes or use their FME Data Translation Tool for transactions starting February 2024.

**Public Access and eAccess Display** – not applicable

### Motion

Motion to approve the statewide standardization of the Duration codes and descriptions as listed below.

Proposed Standard Codes	Proposed Standard Descriptions
HR	Hours
DY	Days
WK	Weeks
MO	Months
YR	Years
LT	Lifetime
SE	Sessions

## Code Request

### Code Request and Requestor

Standardize Party Role Category Definitions, Requested by: AOC Integration Team

### Background, Summary, and Intended Use

When working with courts during the development and programming for AZPOINT, the AOC Integration Team saw the need for creating party role categories. These categories will be helpful for future programming as the AOC, AJACS and non-AJACS courts work together on other integration projects, especially those with an emphasis on defining parties. It would be beneficial if all courts have a standard definition and are using terms consistently.

### Tentative Implementation Timeline

When approved, the AOC Integration Team will add these definitions into their requirements documentation immediately and will ensure it is added to future project documentation as well.

### Public Access and eAccess Display

Should this data be displayed on Public Access and eAccess? N/A

Should be this document be displayed in eAccess? N/A

### Proposed Motion

Motion to approve the statewide standardization of the party role categories definitions as listed below.

Party Role Category	Proposed Standard Definition	Examples from Court Role Types (NOTE: not a comprehensive list)
Party	A person or entity who constitutes the plaintiff or defendant in an action, or by or against whom an action is brought. The person or entity who seeks the reversal or upholding of a lower court's decision.	Plaintiff, petitioner, defendant, respondent, appellant
Courtroom Staff	Any judicial branch employee or contractor assigned to perform case-related duties in the courtroom.	Clerk, bailiff, court reporter
Participant	Individuals, other than parties, who secondarily are involved in a court case.	Officer, victim advocate, witness
Judge	A person who hears and decides legal matters	Judge, mediator, arbitrator
Attorney	A person with specific education and experience who is licensed to provide legal services.	Attorney, legal paraprofessional
Item	Object that is in dispute or related to a case.	Property, trust name

Other	Used to refer to a person or thing that is different or distinct from one already mentioned or known about.	Other
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Court Role Description	Type of Role	Court Role Definition
3rd Party Defendant	Party	A third party defendant means that you have been sued by the original defendant of the lawsuit. The original defendant is probably claiming that you are at fault for all or partly at fault for the complaint by the plaintiff in their lawsuit.
3rd Party Plaintiff	Party	A defendant who files a third-party complaint against a third party.
Adoptee	Party	Noun form of adopt - legally take (another's child) and bring it up as one's own.
Adaptor	Party	One who legally takes (another's child) to bring up as one's
Affiant	<del>Party</del> Participant	A person who swears to an affidavit.
Appellant	Party	The party who appeals a lower court's decision in a higher court. The appellant seeks reversal or modification of the
Appellee	Party	The party against whom an appeal is filed. The appellee usually seeks affirmance of the lower court's decision.
Applicant	Party	Claimant, moveant, party, petitioner, solicitant.
Arbitrator	Judge	A person chosen to decide a dispute or settle differences, especially one formally empowered to examine the facts and decide the issue. In most cases the arbitrator is an attorney.
Attorney	Attorney	A person appointed to act for another in business or legal matters.
Attorney General	Attorney	The principal legal officer who represents a country or a state in legal proceedings and gives legal advice to the government.
Attorney Law Firm	<del>Participant</del> Attorney	The Organization for which Attorneys and their respective Administrative Staff (e.g., Legal Assistant) are employed and perform work.
AUTMA Minor	Party	Uniform Transfers to Minors Act (UTMA) provides a mechanism under which gifts can be made to a minor without requiring the presence of an appointed guardian for the minor. The Act allows the donor of the gift to transfer title to a custodian who will man
Bail Bondsman	Participant	A person, agency or corporation that will act as a surety and pledge money or property as bail for the appearance of a defendant in court.
Bailiff	<del>Courtroom</del> Staff	Refers to a court official who keeps order in the courtroom and handles various tasks for the judge and clerk such as calling cases to approach the bench.
Bride	Party	A woman newly married, or about to be.
Child's Best Interest Attorney	Attorney	An attorney who specializes in the best interest of the child standard used in family law to make decisions impacting a child in matters of adoption, child custody, guardianship, and visitation, among other issues.
Claimant	Party	One who asserts a demand, one who claims a right, party to a suit, person who makes a claim or a person with a grievance.

Clerk	Courtroom Staff	A person employed in an office or government agency who performs various tasks such as keeping records or accounts, filing, letter writing, or transcribing.
Conflict/Court Appointed	Attorney	A conflict attorney is a private attorney who works with, but not for, the public defender's office. A lawyer can only represent one defendant per case as multiple defendants have conflicting interests. When a PD declares a conflict and a legal defender i
Conservator	Participant	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age. The conservator may be only of the "estate" (meaning financial affairs), but may be
Contestee	Party	A winner (of a race or an election etc.) whose victory is contested.
Contestor	Party	A person who contests the results of an election or the party who, in proceedings in the probate court, contests the validity of a will.
Counter Defendant	Party	A counter defendant is a defendant on a counterclaim. First a plaintiff files a claim on a lawsuit. The filing party is the plaintiff and the sued party is a defendant. The defendants can then file claims against each other (called crossclaims) or the def
Counter Plaintiff	Party	A counter plaintiff is a plaintiff on a counterclaim. First a plaintiff files a claim on a lawsuit. The filing party is the plaintiff and the sued party is a defendant. The defendants can then file claims against each other (called crossclaims) or the def
Court Appointed	Participant	Person specifically appointed by the court.
Court Appointed Investigator	Participant	Upon the filing of a petition for appointment of a guardian or conservator, the court is required to appoint a court investigator. Before being appointed as an investigator pursuant to A.R.S. §§ 14-5303(c), 14-5407(b), or 36-540(g), a person shall first
Court Reporter	Courtroom Staff	A person employed to transcribe speech from legal proceedings, typically via stenography.
Court Reporter Organization	<del>Participant</del> Courtroom Staff	The Organization for which Court Reporters are employed and perform work.
Cross Claimant / Plaintiff	Party	A cross-claim is a claim by a party against a party on the same side of a lawsuit. For example, a defendant suing another defendant named by the plaintiff in a lawsuit.
Cross Defendant	Party	Cross defendant is the party against whom a cross-claim is asserted.
Decedent	Party	A person who is no longer living: a deceased person.

Defendant	Party	The person defending or denying; the party against whom relief or recovery is sought in an action or suit, or the accused in a criminal case.
Demandant	Party	One who makes a demand or a claim.
Deputy Clerk of Court	Courtroom Staff	A deputy clerk has the authority to act in the place of a clerk in the court's official business.
Fiduciary	Participant	A relationship in which one party places special trust, confidence, and reliance in and is influenced by another who has a fiduciary duty to act for the benefit of the party —called also confidential relationship, fiduciary relation.
Garnishee	Participant	A party who is in possession of money or property of a debtor and has been notified by a court or other legal body that that money or property must be made available to satisfy a monetary judgment to the party owed by the debtor.
Groom	Party	A man newly married, or about to be.
Guardian	Participant	One who is legally responsible for the care and management of the person or property of an incompetent or minor.
Guardian / Conservator	Participant	A guardian or a protector is appointed by a judge to manage the financial affairs and/or daily life of another due to physical or mental limitations, or old age.
Guardian Ad Litem	Participant	A guardian ad litem is a guardian appointed by a court to protect the interests of a minor or incompetent in a particular matter. Typically, the court may appoint either a lawyer or a court appointed special advocate volunteer to serve as guardian ad lite
Incapacitated / Protected Person	Party	A protected person is a minor or incapacitated person for whom a court has appointed a conservator. It can also be any person for whom a protective order has been made.
Incapacitated Person	Party	"Incapacitated" means lacking the ability to manage property and business affairs effectively because of mental illness, mental deficiency, or physical illness or disability.
Interested Party	Participant	Entity who has a recognizable stake in the outcome of a matter before a court, but may not be directly involved in the litigation process.
Interpreter	Courtroom Staff	A person who provides an oral translation between speakers who speak different languages.
Intervenor	Party	One who enters into a lawsuit as a third party to assert a claim against one or both of the existing parties.
Judge	Judge	A public official appointed to decide cases in a court of law.

Judge Pro Tem	Judge	A judge pro tem is not a regular judge, but someone (usually a lawyer) who is brought in to serve temporarily as a judge. Many courts use pro tem judges because there are too many cases for the regular judges to handle.
Judicial Staff	Courtroom Staff	Judicial staff is comprised of persons who are employees of the judicial branch of the Government who perform adjudicatory functions with respect to proceedings in the judicial branch.
Judicial Assistant	Courtroom Staff	Judicial assistants work for federal, state and county court judges. They perform administrative tasks to help judges manage their workload and court schedule.
Legal Defender	Attorney	A Legal Defender is appointed to represent a defendant who is unable to afford legal assistance when the Public Defender is unavailable or has a conflict .
Legal Paraprofessional	Attorney	The Legal Paraprofessional (LP) is a newly created role that requires AZ State Bar certification and an AZ State Bar assigned ID. The LP's scope of work is limited to only a few case types (e.g., Family, Civil, Criminal, Administration) and they are subject to PDJ oversight.
Marriage Applicant 1	Party	Bride/Groom/Spouse Information Marriage.
Marriage Applicant 2	Party	Bride/Groom/Spouse Information Marriage.
Mediator	Judge	A person who attempts to make people involved in a conflict come to an agreement; a go-between.
Medical Examiner	Participant	1. A physician, usually a pathologist, who is officially authorized to determine the cause of suspicious or unusual deaths. 2. A physician who performs physical examinations to determine whether people are healthy enough to perform certain roles, such as
Mental Health Professional		A person serving as a mental health professional in Juvenile cases
Minor	Party	Not having reached legal adulthood (commonly 18 years of age). A minor possesses restricted or no legal capacity.
Minor Victim	Party	A minor (someone under legal age) who has been harmed, injured or killed as a result of a crime, accident, or other event or action.
Objector / Respondent	Party	Someone who puts forward an objection, a disagreement or disapproval.
ODRVendor Officer	Participant	A unique case participant role code assigned to vendors specializing in Online Dispute Resolution (ODR) services. Each ODR vendor must include the "ODRVendor" case participant role code with each new e-filed case submission transmitted to a court.
	Participant	A member of a police department.

Other	Other	Used to refer to a person or thing that is different or distinct from one already mentioned or known about.
Parent	Party	A father or mother.
Patient	Party	A person receiving or registered to receive medical treatment.
Payee	Participant	The person to whom the money is being paid.
Payer	Participant	A person who pays or owes money that should be paid.
Payor	Participant	The payor is the person who pays money.
Person	Participant	A person who takes part in something.
Personal Representative	Participant	A personal representative is a person who manages the legal affairs of another because of incapacity or death. A personal representative can be selected, either through a will or by the court, to manage the assets of an estate and dispense with them accor
Petitioner	Party	One who presents a formal, written application to a court that requests action on a certain matter.
Plaintiff	Party	The party who sues in a civil action; a complainant; the prosecution—that is, a state or the United States representing the people—in a criminal case.
Probation Officer	Courtroom Staff	1. An officer charged with assisting courts in the investigation of defendants' backgrounds and circumstances to assist in the determination of appropriate sentences and in the supervision of convicted offenders who have received a sentence of probation.
Probationer	Participant	1. A convict who is released from prison provided they maintain good behavior. One who is on Probation whereby they are given some freedom to reenter society subject to the condition that for a specified period the individual conduct themselves in a manner
Process Server	Participant	A person who serves subpoenas or other legal documents, especially those requiring appearance in court.
Property	Item	A thing or things belonging to someone; possessions collectively.
Proposed Fiduciary	Participant	A party who is being proposed to act as a fiduciary. Typically, a fiduciary prudently takes care of money or other asset for another person.
Prosecutor	Attorney	The public officer in a county, district, or other jurisdiction charged with carrying on the prosecution in criminal proceedings.
Protected Person	Party	A protected person is a minor or incapacitated person for whom a court has appointed a conservator. It can also be any person for whom a protective order has been made.

Public Defender	Attorney	A lawyer employed at public expense in a criminal trial to represent a defendant who is unable to afford legal assistance.
Real Party in Interest	Participant	In law, the real party in interest is the one who actually possesses the substantive right being asserted and has a legal right to enforce the claim (under applicable substantive law). Additionally, the "real party in interest" must sue in his own name. I
Respondent	Party	A defendant in a lawsuit, especially one in an appeals or divorce case.
Special Administrator	Participant	A special administrator is a person appointed by the court in a probate proceeding to manage the assets and/or investigate the status of the estate and report to the court. A special administrator is often appointed when there is a dispute between beneficiaries
Special Master	Judge	A person appointed by the court to carry out an order of the court, such as selling property or mediating child custody cases. A "special" master differs from a "master" in that he/she takes positive action rather than just investigating and reporting to
State	Party	The plaintiff in criminal cases.
Surety Company	Participant	Person or firm (such as a bank, bonding company, insurance company) that agrees to be primarily liable for the conduct, obligation, or performance of another. Surety who pays the debt of a borrower-in-default, in general, automatically acquires an assignment
Testamentary Guardian	Participant	Testamentary guardian is a person named in a will to act as a guardian. Usually testamentary guardians are appointed by a widowed parent of a minor child or disabled adult child to render assistance to the children.
Testator	Participant	One who makes or has made a will; one who dies leaving a will. A will is the document through which a deceased person disposes of his property.
Trust Name	Item	In general, a trust is a relationship in which one person holds title to property, subject to an obligation to keep or use the property for the benefit of another.
Trustee	Participant	An individual person or member of a board given control or powers of administration of property in trust with a legal obligation to administer it solely for the purposes specified.
Underwriter	Participant	A person or company that undertakes to finance or otherwise support or guarantee something.
Victim	Party	A person harmed, injured, or killed as a result of a crime, accident, or other event or action.
Victim Advocate	Participant	A person who defends or maintains a cause for a victim.

Ward	Party	A person, usually a minor, under the care and control of a guardian appointed by their parents or a court.
Ward / Protected Person	Party	A ward/protected person is a minor or incapacitated person for whom a court has appointed a guardian.
Will Filer	Party	The person who files your will which provides all the essential and necessary details of who will inherit your property.
Witness	Participant	A person who sees an event, typically a crime or accident, take place.

## Code Request

### Code Request and Requestor

Standardize Charge Manner of Disposition Codes, Requested by: AOC Court Services

### Background, Summary, and Intended Use

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Charge Manner of Disposition is an element in the Appendix B list for Criminal and Traffic cases. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with duration for future data requests.

### Tentative Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server by October 2023 and courts would need to transmit use these codes or use their FME Data Translation Tool for transactions starting February 2024.

**Public Access and eAccess Display** – not applicable

### Motion

Motion to approve the statewide standardization of the Charge Manner of Disposition codes and descriptions as listed below.

Proposed Standard Codes	Proposed Standard Descriptions
BT	Bench Trial
JT	Jury Trial
NT	Non-Trial